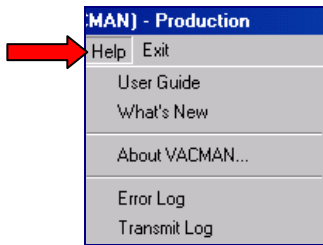


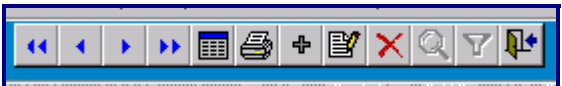



Appendix B – Glossary

Term	Definition
Backup	VACMAN system function that copies selected VACMAN files into one zip file. In the event of lost or corrupted data, you can use the most recent backup copy to restore data. Both the Backup and Restore functions are on the <i>VACMAN At a Glance - Utilities</i> tab.
Benchmarking	Process of collecting data over a specific time frame, typically three months, and using the data to project an estimate for the same data over a larger time frame (usually a one-year period following the benchmark).
Challenge Phrase	Similar to a password; required for access to the CDC Secure Data Network (SDN).
Current Procedural Terminology codes	CTP codes. Used by physicians, the health care industry, the insurance industry, and Medicare to identify specific procedures used in medical treatments. CPT codes are associated with specific immunizations using specific vaccines.
Data directory	Location of your VACMAN data files. To determine the location of your project's Data directory, click the Display VACMAN File Locations option on the <i>VACMAN At a Glance - Utilities</i> tab.
Database	Collection of electronic files that are organized so that specific information can easily be retrieved. Analogy: An electronic card catalog or filing cabinet.
Depot	Project's warehouse, where bulk quantities of vaccines are stored.
Desktop	System desktop. The analogy is to a physical office desk top. Place system applications that you work with frequently, and want to access easily, on your desktop. The desktop is the initial and main display. You can put icons that represent shortcuts to various programs.
Digital Certificate	Data object used to verify the identity of its holder. Access to the SDN requires that clients possess a digital certificate issued by the CDC.
Field	Smallest unit of information that is entered into a database. Fields are grouped together and saved into a database file called a record. A field contains two elements: a field label, and a field value.
File Transfer Protocol	FTP. A data transfer service that permits a client machine to upload files to a server machine via standard transfer technology.
Health Level 7	HL7. A protocol for formatting, transmitting and receiving data in a healthcare environment.
Menu	<p>List of available, related system objects and commands.</p> <p>Example: Here is the VACMAN Help menu:</p> 
Menu Bar	<p>A screen element, usually a horizontal bar directly below the name of the application. The menu bar contains the names of the system's menus.</p> <p>Examples: File menu, Edit menu. Here is the VACMAN system menu bar:</p> 

Appendix B – Glossary (continued)

Term	Definition
National Drug Code number	NDC number. Code that identifies the labeler/vendor, product, and trade package size. Each drug product listed under Section 510 of the Federal Food, Drug, and Cosmetic Act, is assigned a unique 10-digit, 3-segment NDC number.
Pack	Delete. VACMAN system function that deletes all records that are marked for deletion, and then re-indexes the database tables. Note: The Delete button marks records to be deleted, but they are not actually purged from VACMAN until you perform a Pack. For more information, see “Packing Database Tables,” Chapter 6.
Populate	Fill. To fill a field with a value. Or, to fill multiple fields with values.
Project	Any entity that meets the requirements for obtaining or using funding set forth in 93.268 Immunization Grants (Section 301 and 317, Public Health Service Act; Immunization Program Section 1928 of the Social Security Act; Vaccines for Children Program).
Provider	A doctor, group of doctors, or clinic that administers vaccines to patients.
Record	An electronic database file that contains information from various fields.
Registry	Statewide electronic database. States store information (including the number of immunization vaccines given to children) in a Registry.
Restore	VACMAN system function that copies all VACMAN tables onto your servers. Your most recent backup is what you retrieve when you need to restore data.
Secure Data Network	SDN. Consists of the software, hardware, and databases needed to protect private CDC information resources by verifying the identities of user clients and enforcing permissions.
Tabs	In VACMAN, the visible portion of each screen when the system displays an array of screens. The <i>VACMAN At a Glance</i> screen displays the tabs: <i>Data</i> , <i>Setup</i> , <i>Reports-1</i> , <i>Reports-2</i> , <i>Utilities</i> . 
Toolbar	VACMAN popup bar that provides applicable functionality as you access various system screens. For more information, see “Using the VACMAN Toolbar,” Chapter 1. 
Tool tips	Text information about a screen element. These tips display when you position the cursor on a screen's objects. 
Uniform Resource Locator	URL. The global address of documents and other resources on the World Wide Web (www). The URL for VACMAN is: http://www.cdc.gov/nip/vacman